

CHAPTER 1

OVERVIEW

1-1. AUTHORITY. DoD Directive 4140.1.

1-2. PURPOSE

A. Provide policy and procedures for the supply chain (life-cycle) management of standard and hazardous shelf-life items contained in the Federal Supply System.

B. Authorize the establishment of hazardous materiel recycling and reutilization practices to ensure the reduction of the number of hazardous shelf-life items entering the hazardous waste (HW) stream.

C. Authorize the establishment of Internal Management Controls (IMC) by DoD Components to ensure a reliable and accurate audit trail for the management of shelf-life items.

D. This revision supersedes the August 1990 edition of DoD 4140.27-M.

1-3. RACKGROUND

A. All items assigned a National Stock Number (NSN) in the DoD and non-DoD supply systems will be designated by a specific shelf-life code if they meet the shelf-life criteria. This code identifies the length of the shelf-life period expressed in months.

B. Shelf-Life items require more controlled management, from item introduction through replenishment and storage to ultimate disposal, in order to minimize losses to the Government.

1. Prior to acquisition, efforts shall be made to properly identify the shelf-life characteristics of an item, and to ascertain whether a nonhazardous, non-shelf-life, or recycled item can be procured.

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2. Inventory managers (IMs) at the wholesale level, as well as the retail level, will strive to adjust replenishment levels to ensure that purchased quantities can be used within the assigned shelf-life time period.

3. SAS will adhere to the First-In-First-Out (FIFO) method of issuing shelf-life materiel unless other-wise authorized.

4. Shelf-Life materiel which is approaching expiration will be marketed to prevent disposal of materiel. This may include discounts and free issue to interested customers.

1-4. APPLICABILITY

A. This manual applies to the Military Services (i.e., Army, Navy, Air Force, and Marine Corps), the Defense Logistics Agency (DLA), Defense Special Weapons Agency (DSWA), General Services Administration (GSA), United States Coast Guard (USCG), and the Federal Aviation Administration (FAA) .

B. GSA complies with all requirements of this manual except those which are specific to DoD.

C. USCG and FAA have adopted this manual as a standard inventory management tool.

D. Ammunition (Class V) and bulk petroleum commodities are excluded from this manual and shall continue to be managed in accordance with (IAW) existing regulations. Although these commodities are excluded from this manual, ammunition (Class V) and bulk petroleum will be represented by their appropriate Service member to the DoD shelf-life committee. Additionally, each Service will designate an ammunition and bulk petroleum representative to ensure that policy changes are properly coordinated.

1-5. OBJECTIVE. To ensure compatibility of policies and procedures in the designation, acquisition and materiel management of consumable and nonconsumable shelf-life items in the DoD wholesale and retail supply systems.

1-6. RESPONSIBILITIES

A. The Under Secretary of Defense ((Acquisition and Technology), (USD(A&T))) has delegated all authority and responsibility for the shelf-life program to the Director, DLA.

B. The Director, DLA shall :

1. Direct the shelf-life management program in accordance with the responsibilities assigned in DoD Directive 5105.22.

2. Chair shelf-life committee conferences under the Appendix D charter.

3. Establish or abolish shelf-life subcommittees, Appendix E, as necessary.

4. Establish policy and provide procedures for shelf-life item supply chain (life-cycle) management and assure implementation of these policies and procedures in a uniform manner throughout DoD, GSA, FAA and the USCG.

5. Monitor and evaluate the effectiveness of the shelf-life program and make policy or program changes, as required.

6. Determine the adequacy of reporting and monitoring techniques that measure the degree to which the program objectives are achieved.

7. Develop and maintain this manual in a current status to reflect the provisions of reference (a) . These actions shall be taken in coordination with the DoD Components, GSA, USCG, and FAA.

8. Designate shelf-life types and associated shelf-life time periods.

9. Establish an IMC Program to monitor changes to shelf-life items throughout their supply chain (life cycle) .

10. Develop, maintain, and implement joint regulation DLAR 4155.37/AR 702-18/NAVSUPINST 4410.56/AFR 69-10/MCO 4450.13. These actions shall be taken in coordination with the DoD Components, GSA, USCG, and FAA.

11. Provide uniform packaging for assigned shelf-life items in accordance with DoDD 5010.38.

-1.2. Maintain liaison with the other DoD Components, GSA, USCG, and the FAA to assist in resolving problems related to shelf-life management.

13. Prepare, monitor and evaluate reports on shelf-life management.

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C. The DoD Components shall :

1. Assist the Shelf-Life Director in maintaining this manual in a current status.
2. Assist the Shelf-Life Director in establishing or abolishing shelf-life subcommittees, Appendix E, and ensure representation to the subcommittees? as appropriate.
3. Ensure that their Service/Agency complies with this manual .
4. Designate shelf-life items by type, prescribe associated shelf-life periods, and develop technical documentation.
5. Establish an IMC Program to monitor the shelf-life items throughout their supply chain (life cycle) .
6. Provide for uniform packaging of shelf-life items IAW DoDD 5010.38.
7. Provide technical engineering support IAW DoDD 5105.22.
8. Prepare, monitor, and/or evaluate reports on shelf-life management.
9. Maintain and implement joint regulation, Materiel Quality Control Storage Standards, DLAR 4155.37/AR702-18/NAVSUPINST 4410.56/AFJMAN 23-223/MCO 4450.13, for that materiel which the DoD Components have source of supply responsibility.
10. Monitor and evaluate the effectiveness of their respective shelf-life programs.
11. Ensure that shelf-life items have been reviewed for accurate shelf-life codes (SLC) prior to logistics reassignment (LR) .
- 1 2 .** Develop, maintain and revise military drawings, standards, and specifications, as necessary, for accurate shelf-life requirements.

D. The General Services Administration (GSA) shall:

1. Assist the Shelf-Life Director in maintaining this manual in a current status.

2. Assist the Shelf-Life Director in establishing or abolishing shelf-life subcommittees, Appendix E, and ensure representation to the subcommittees, as appropriate.

3. Designate shelf-life items by type, prescribe associated shelf-life periods, and develop technical documentation.

4. Establish an IMC program to monitor shelf-life items throughout their life cycle.

5. Maintain and implement joint regulation DLAR 4155.37/AR702-18/NAVSUPINST 4410.56/AFJMAN 23-223 MCO 4450.13, for that materiel for which GSA has the source of supply responsibility.

6. Monitor and evaluate the effectiveness of the GSA shelf-life management program.

E. Other Federal Agencies, e.g., FAA, USCG, at their discretion shall:

1. Adopt this manual as a management tool and source of information to establish shelf-life programs within their agencies.

2. Assist the Shelf-Life Director in establishing or abolishing shelf-life subcommittees, Appendix E, and ensure representation to the subcommittees, as appropriate.

3. Monitor and evaluate the effectiveness of their respective shelf-life management programs.

1-7. EFFECTIVE DATE. This manual is effective immediately.

1-8. MANUAL MAINTENANCE

A. Maintenance of the Manual. This manual is prepared and published by DLA in cooperation with other DoD Components, GSA, USCG and FAA, and is required to be distributed to personnel in all activities that are concerned with the Shelf-Life Management Program. This manual is maintained by the DEFENSE LOGISTICS AGENCY, 8725 JOHN J. KINGMAN ROAD, SUITE 4235, FORT BELVOIR, VA 22060-6221.

B. Submitting Proposed Changes. All recommendations for additions, deletions, and corrections shall be submitted to the appropriate Service/Agency shelf-life administrators in Appendix G. After review and approval by the shelf-life administrators, the recommended change(s) shall be forwarded to the DoD Shelf-Life Program Director for staffing within the DoD Shelf-Life Committee.

C. Coordination Control. DLA shall ensure that changes or revisions to this manual are coordinated with the DoD Components, GSA, USCG, and the FAA prior to publication.

D. Publication of Revisions

1. Formal Changes. Formal changes shall be numbered consecutively and issued as full page insertions to this manual. These changes shall indicate the change number on each revised page. When it is necessary to supplement page changes with explanatory information, such explanation shall be contained in the cover letter.

2. Interim Changes. When it is necessary to disseminate modifications to this manual more expeditiously; interim changes shall be distributed. Interim changes shall be forwarded to the DoD Shelf-Life Committee administrators as full page replacements. Interim changes are canceled by publication of the formal change.

1-9. NUMBERING SYSTEM

A. Chapters and Paragraphs. The paragraph numbering system of this manual is designed to indicate the chapter and paragraph for identification and reference purposes. Subdivisions of paragraphs are indicated by lower case letter, number in parentheses, and lower case letter in parentheses! in that order. The following applies:

1. Chapter: 1
2. Paragraph: 3
3. Subparagraph: A(1) (a)

B. Pages. Pages are numbered in a separate series for each chapter. Pages are numbered in sequence with Arabic numerals beginning with 1. Each page number is preceded by the number of the chapter; for example: the second page of chapter 3 is numbered 3-2.

C. Appendices. Appendices are identified in alphabetical sequence, beginning with the letter "A" for the first appendix. The letter "o" shall be excluded from use as an appendix identifier. Pages "within appendices shall be sequentially numbered using Arabic numerals, beginning with the Arabic numeral 1 for each appendix; e.g., the first page of appendix B would be numbered B-1, with page 2 identified as B-2.

1-10. REFERENCING THIS MANUAL. Reference to this manual in correspondence, messages, and e-mail shall be reflected as follows :

A. correspondence or E-Mail. Shown by stating DoD 4140.27-M, Shelf-Life Item Management Manual in designated reference sequence. Specific paragraphs, subparagraphs or appendices shall be separately identified and addressed in the body of the correspondence.

B. Messages. Dependent on message format used, may be shown in UPPER CASE LETTERS as:

1. Example. A. DoD 4140.27-M, SHELF-LIFE ITEM MANAGEMENT MANUAL, in designated reference sequence. Specific paragraphs, subparagraphs or appendices shall be separately identified and addressed in the body of the message.

2. Example. B. DoD 4140.27-M, CHAPTER 1, PARAGRAPH 1-5(3), for singular issue.